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Vacancy Announcement USAID FN No. 08-017

Position Title: Procurement Agent

Full Level of Performance: FSN PSC - 09

Area of Consideration: All interested candidates who have the required work and/or residency permits

Location of Position: Executive Office (EXO)
Tegucigalpa - Honduras

Closing Date: October 28, 2008

Hours of Work: Monday through Friday (40 hours per week)

BASIC FUNCTION:

Serves as the sole procurement person for all acquisitions in the administrative area. Procures services, supplies, construction, equipment and non expendable property through competitive contracts, purchase orders, indefinite quantity contracts and General Services Administrative (GSA) schedules.

MAJOR DUTIES AND RESPONSIBILITIES:

% of Time

1. Responsible for all administrative procurement; which includes, among other things, the procurement of supplies, general equipment, IT equipment, vehicles, furniture, construction, and cleaning, maintenance and consultancy services, both locally and in the US: **70%**
 - Reviews all administrative procurement requests; and determines the procurement source (i.e. Local, GSA, US Open Market) and action (Petty Cash, Purchase Order, Credit Card, Contract, Delivery Order, Blanket Purchase Agreement) to take. Assigns procurement control numbers and enters the information in the appropriate systems.
 - Sources goods/services and drafts, in both English and Spanish, solicitations documents (invitation for Bids, Requests for Proposals, Requests for Quotations) according to the specifications and/or scope of work. When applicable, uses the GSA websites to source goods/services and to request information and quotes.
 - Reviews bids/offers/quotes received in response to the solicitations and prepare summaries and analysis. Prepares a recommendation as to the most responsive and responsible offer for the final clearance of the technical/requesting officer.
 - Negotiates with vendors, assuring best price, lead time and quality. Prepares the Contract, Purchase Order or Credit Card Order, assuring availability of funds and compliance with US Federal Government and USAID Regulation. Ensures competitive requirements are met using FAR parts 6, 8 and 13.
 - Obtains the Contract Officer's final signature on the Contract/Purchase Order and prepares the notification of award as required, as well as notifies the non-winners who provided offers. Prepares the official memorandum of negotiation for the file, enters award data and contract information in the tracking systems and matrixes and establishes the official contract file. Provides follow-up to assure the contractor's compliance and timely delivery.
 - Coordinates receipt of goods and services with technical offices and Embassy's warehouse. Coordinates payments with the Controllers Office. Coordinates shipping/delivery with the US Dispatch Agent in Miami. Coordinates Honduran Customs Clearance with the US Embassy General Services Office.
 - Performs all administrative aspects of the contract administration process including tax exoneration, notifications of award, prompt payment, receipt of receiving reports and contract close out administration. Prepares a weekly status report of all active procurement for the Contracting Officer and follows up on problem cases or priority procurement.
 - Verifies that goods/services requested thru annual purchase order, contracts, and blank purchase agreements are received according to the specifications and paid for; and ensures their annual renewal if necessary.

- Develops the procurement synopsis for publication in the U.S. and/or local newspapers depending on the nature and estimated value of the procurement action. Visits the offices and plants of local suppliers and vendors to ascertain their capabilities to perform the contract work. Contacts references to assure the good reputation of the proposed vendor or supplier.
 - Initiates insurance claims and/or warranty actions with vendors, US Dispatch Agent or the shipping line for lost or damaged goods.
2. Responsible for supervising all administrative petty cash and credit card procurements made by the procurement clerk who is under the incumbents 'de facto' supervision. Assures that petty cash advances are properly and promptly cleared with the cashier. 5%
 3. Responsible for supervising the credit card purchase program; ensures that users follow the corresponding regulations and procedures; reviews and prepares all supporting documentation for payment; and keeps the appropriate files. 8%
 4. Manages the Blank Tax Exonerated Purchase Orders. Prepares tax exonerated orders as requested or needed. Keeps a daily log of the tax exonerated orders usage. Prepares monthly reports and provides the all supporting documentation requested by the Direccion Ejecutiva de Ingresos (DEI). 7%
 5. In coordination with the Supervisory Executive Officer is responsible for Annual Procurement planning using the Mission's established standardization plan, Non-Expandable (NXP) cycle and maintenance schedules. 5%
 6. Assists in the preparation of numerous ad-hoc reports and performs other contracted related duties as assigned by the Supervisory Executive Officer. 5%

MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements)

EDUCATION: University degree in Business Administration or related field is required. If the candidate does not have a University degree, an additional four (4) years of relevant work experience may substitute.

EXPERIENCE: Minimum of four (4) years of progressively responsible experience in an administrative field preferably related to procurement, purchasing, contracts, biddings, etc.

LANGUAGE: Level IV (Fluency) is required in English and Spanish. Needs ability to deal effectively with technical and administrative language such as federal regulations and interpreting specifications. Must be able to write solicitation and contract documents in English and translate them into Spanish.

KNOWLEDGE: Must have or show the potential to develop a good working knowledge of U.S. Government procurement regulations, Mission Notices and Instructions, Federal Procurement Regulations, GSA Global Supply, GSA schedules and a good working knowledge contracting practices and procedures. Must have a good knowledge of local procurement practices, availability of supplies and services, local pricing, and the reliability of these suppliers.

SKILLS AND

ABILITIES: Ability to research procurement using the internet and other resources; ability to use Windows based computer applications; ability to translate contract/purchase orders; and demonstrated writing and analytical abilities. Excellent communication and negotiation skills.

Additional selection criteria: The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the minimum required qualifications. Locally Employed Staff (LES or FSN) must have been working for more than one (1) year in their present position in order to be eligible to apply.

Qualified applicants should submit their Application for Employment (OF-612) *or* résumé to USAID/Honduras **no later than Tuesday, October 28, 2008**. The Application Form (OF-612) is available by calling at Tel. 236-9320 Ext. 4521 or by accessing <http://www.usaid.gov/hn/OF612.dot>. Applications can be sent by mail to: **USAID/Honduras EXO/PER, P.O. Box 3453**; by e-mail to: laimendarez@usaid.gov; or by fax to: 236-7776 **Att.: Ligia Almendarez**. Please ensure the application makes reference to the Position Title mentioned in this announcement. The following websites are available for additional information: <http://honduras.usembassy.gov/vacancies/index.htm> or <http://www.usaid.gov/hn/employment.htm>.


Leonardo Paredes

Acting Executive Officer